

## HRS PACKAGE QC CHECKLIST

153952

- \_\_\_\_ 1. Evaluate the ~~site's~~ eligibility for the NPL. Please consider each of the following special circumstances in your review, as appropriate.
- Petroleum Exclusion status
  - RCRA status - adequate documentation required
  - Aggregation issues
  - Ground water plumes - likely sources identified
- \_\_\_\_ 2. Check factor values for accuracy using rHRS tables
- \_\_\_\_ 3. If the Lotus spreadsheet is used, check accuracy of math calculations for those factors not included in spreadsheet, e.g., hazardous constituent quantity factor values. If Lotus spreadsheet is not used, check all calculations for accuracy.
- \_\_\_\_ 4. Evaluate documentation as follows:
- \_\_\_\_ a. Verify that all statements of fact or data have a reference with page numbers (primary sources should be used where available).
  - \_\_\_\_ b. Determine that full copies of all non-publicly available references are included and legible. Please note that the HRS preamble and rule are publicly available and, therefore, do not need to be included.
  - \_\_\_\_ c. Verify that the actual reference number appears on the reference itself.
  - \_\_\_\_ d. Ensure that all maps for each pathway are included and legible (all targets, samples, and sources should be identified on maps, and maps must be reproducible in black and white).
  - \_\_\_\_ e. Check that the list of references includes: title, author, date, affiliation, and page numbers (or total number of pages if entire reference is included).
  - \_\_\_\_ f. Remove references not cited.
- \_\_\_\_ 5. Include narrative summary and NPL characterization data.
- \_\_\_\_ 6. Proofread for spelling and typographical errors.
- \_\_\_\_ 7. Ensure that this checklist is attached to two full copies of the HRS package and references (along with the diskette containing the spreadsheet and documentation record).

I certify that, to the best of my knowledge, the attached is a complete and accurate HRS package.

\_\_\_\_\_  
(EPA Regional Reviewer Signature)

\_\_\_\_\_  
(Date)

I certify that Region \_\_\_\_ requests \_\_\_\_\_ be evaluated for placement on the NPL.  
(Site name)

\_\_\_\_\_  
(EPA Regional Superfund Section Chief or Above Signature)

\_\_\_\_\_  
(Date)